

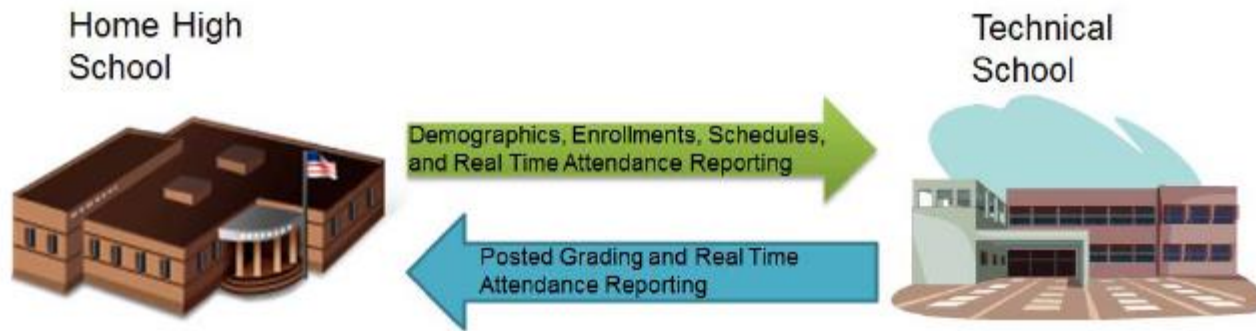


KTS Data Exchange Project: Proper Setup for Accurate Grade Sync

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Data Flow Chart

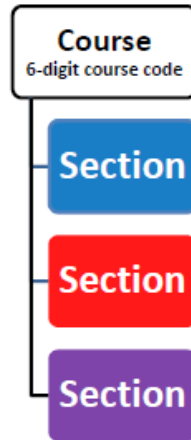
- ▶ The KTS Data Exchange Project is a secure transfer of data from the home high school to the technical school, and back.
- ▶ If set up properly, posted grades will sync from the technical school to the home high school.



KTS Data Exchange Course Creation Flow

Technical School

The course creation process must begin at the technical school.
(Scheduling > Add Course)

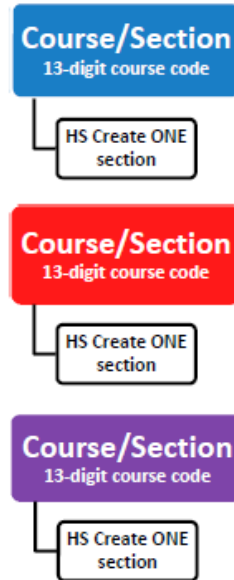


Tech School Course with sections
will sync to KTS (HIGH SCHOOL
ONLY) catalog overnight.

Once HS adds students to the
section roster student data will sync
to the technical school overnight.

Home High School

High School will switch to KTS Course Catalog
(HIGH SCHOOL ONLY)
(System Administration > Resources > Schools)
Pull courses into HS database which contain the
correct 3-digit Tech School ID prefix.
(Scheduling > Add Course)



Course Numbering and Scheduling

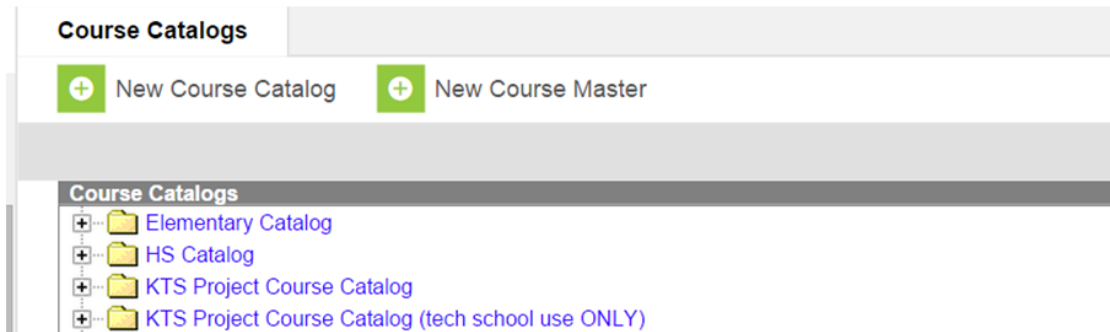
Explanation of Course Codes for KTS – Campus Data Exchange

Course codes are a critical element used in the data exchange between technical centers and home high schools. As courses and sections are set up in the technical centers, the automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools. A prefix and suffix are added to the state course code to create a unique 13-digit number that identifies the technical school, period and section of the course being taught. Example:

Technical school ID* + State Course Code + Technical School Period Number + Technical School Section Number
714480503P103

The above technical course code represents a course that is being taught at Jessamine County ATC and is indicated by using the *Technical Center ID: **(714)**. The name of the course is Basic Welding and indicated by the state course code **480503**. The period the course will be taught is period one, and indicated by **P1**. The section in which the course is taught is section three, and indicated by **(03)**.

[High School
Course Setup
Document](#)



Grading Setup and Syncing

Grading Tasks

New New One-time Task

Grading Tasks

- ☐ Final Exam
- ☐ Final Grade
- ☐ Semester
- ☐ Six Weeks Grade
- ☐ Trimester
- ☐ Mid-Term Progress
- ☐ Nine Weeks Grade
- ☐ CTE Term Grade
- ☐ CTE Final Grade

Score Groups & Rubrics

New Score Group New Rubric

Score Groups & Rubrics Editor

Name	Type
AP STANDARDS BASED SCALE	Score Group
CTE Numeric	Score Group
HS Credit Standard Scale(MS)	Score Group
KCHS Standards Based Scale	Rubric
Perf-Virtual Courses	Score Group
Primary Scale	Score Group
Standard Scale	Score Group
Standards Based Scale	Score Group
Weighted Scale	Score Group

Score Group Detail

*Name
CTE Numeric

Score Group List Items Detail

	Sequence Name	Score	Passing Score	Credit Coeff.	Minimum GPA %	GPA Value	Unweighted Value	GPA Bonus Points
X 1	100	100	✓	1	99.5			0
X 2	99	99	✓	1	98.5			0
X 3	98	98	✓	1	97.5			0
X 4	97	97	✓	1	96.5			0
X 5	96	96	✓	1	95.5			0

If using CTE Numeric Score Group, you must fill in GPA Values for Transcripts to post.

Grading Task Setup Document



Important Grading Task Details

- ▶ For this project, only use the CTE Term Grade and CTE Final Grade grading tasks. The use of any other grading tasks will result in an unsuccessful sync.
- ▶ Only one Active Mask can be checked at a time.
 - Checking more than one will produce an error and an unsuccessful sync.
- ▶ You should use the Grading Window feature to change the Active Mask in mass. (Grading & Standards > Grading Window)

Active Mask Setup Example #1

- The Active Mask date range at the home high school must match the Active Mask date range at the technical school
 - Example #1: If the date is October 4th and the grading period at the technical school is in Term 2, the Active Mask term that falls within the grading period at the home high school must be checked. If October 4th falls within the Term 1 grading period at the home high school then that is the Active Mask that should be marked for a successful sync.

Technical School

Grading Period Schedule Example:

Term 1: August 1 – October 1

Term 2: October 2 – December 1

Course Grading Task Detail

Grading Task

CTE Term Grade

*Score Group

CTE Numeric

Term GPA: 1

Credit

Credit Type

Credit Overflow Override

Term Mask

Active Mask

☒ Term 1 ☒ Term 2 ☒ Term 3 ☒ Term 4

☐ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4

Home High School

Grading Period Schedule Example:

Term 1: August 1 – October 15

Term 2: October 16 – December 15

Course Grading Task Detail

Grading Task

CTE Term Grade

*Score Group

CTE Numeric

Term GPA: 1

Credit

Credit Type

Credit Overflow Override

Term Mask

Active Mask

☒ Term 1 ☒ Term 2 ☒ Term 3 ☒ Term 4

☒ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4

Active Mask Setup Example #2

- The Active Mask date range at the home high school must match the Active Mask date range at the technical school.

Example #2: If the date is October 4th and the grading period at the technical school is in Term 2, the Active Mask term that falls within the grading period at the home high school must be checked. If October 4 falls within the Term 2 grading period at the home high school then that is the Active Mask that should be marked for a successful sync.

Technical School

Grading Period Schedule Example:

Term 1: August 1 – October 1

Term 2: October 2 – December 1

The screenshot shows the 'Course Grading Task Detail' form for a Technical School. The 'Grading Task' is 'CTE Term Grade'. The '*Score Group' is 'CTE Numeric'. The 'Term GPA' is '1'. The 'Credit' field is empty. The 'Credit Type' is a dropdown menu. The 'Credit Overflow Override' is a dropdown menu. The 'Term Mask' section has checkboxes for Term 1, Term 2, Term 3, and Term 4, all of which are checked. The 'Active Mask' section has checkboxes for Term 1, Term 2, Term 3, and Term 4, with only Term 2 checked.

Home High School

Grading Period Schedule Example:

Term 1: August 1 – October 1

Term 2: October 2 – December 1

The screenshot shows the 'Course Grading Task Detail' form for a Home High School. The 'Grading Task' is 'CTE Term Grade'. The '*Score Group' is 'CTE Numeric'. The 'Term GPA' is '1'. The 'Credit' field is empty. The 'Credit Type' is a dropdown menu. The 'Credit Overflow Override' is a dropdown menu. The 'Term Mask' section has checkboxes for Term 1, Term 2, Term 3, and Term 4, all of which are checked. The 'Active Mask' section has checkboxes for Term 1, Term 2, Term 3, and Term 4, with only Term 2 checked.

Support

- ▶ Campus Community
- ▶ KTS Data Exchange webpage
- ▶ ktssupport@education.ky.gov